



**Request for Proposal
16-09
Industrial Hygiene & Environmental Services**

RFP #16-09
Date: June 27, 2016

Open: July 20, 2016 @ 10:00 am

Sealed RFPs shall be prepared with **one original, three duplicates and one electronic media or the RFP will be non-responsive.** Sealed RFPs shall be addressed to the Purchasing Department, City Hall, Room 306, 823 Rosenberg, Galveston, Texas 77550, and will be received until **10:00 AM CST on July 20, 2016** and opened immediately in that office in the presence of the City's auditor or a witness from the Finance Department and the Purchasing Department. Any RFP received after **10:00 AM** on the date specified will be returned unopened, for the following project.

**RFP 16-09
INDUSTRIAL HYGIENE & ENVIRONMENTAL SERVICES**

RFP package

The Request for Proposal or Request for Proposals, Specifications/line Item Details, and the RFP Sheet are all considered part of the RFP package. RFPs must be submitted in duplicate on the forms provided by the City, including the RFP Sheet completed in its entirety and signed by an authorized representative by original signature. Failure to complete and sign the RFP sheet/contract page(s) will disqualify the RFP from being considered by City Council. Any individual signing in behalf of the offeror expressly affirms that he/she is duly authorized to tender this RFP and to sign the RFP Sheet/contract under the terms and conditions in this RFP. Offeror further understands that the signing of the contract shall be of no consequence unless the RFP is subsequently awarded and the contract properly executed by City Council. All figures must be hand written in ink or typed. Figures written in pencil or with erasures are not acceptable; however, mistakes may be crossed out, corrections inserted, and initialed in ink by the individual signing the RFP. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

Note: offeror must submit his/her bid proposal on the forms provided herein. The RFP sheet, tax statement, nepotism statement, non-collusion statement, and any other forms marked as needing to be returned must be completed, signed and witnessed as required or the RFP will be non-responsive.

Envelopes will be sealed and marked with the RFP number and opening time on the outside bottom left corner to avoid the opening of any RFP before the prescribed time.

RFPs sent by facsimile (fax) machine shall be rejected as being non-responsive specifications.

In an effort to maintain fairness in the process, inquiries concerning this procurement, including questions related to technical issues are to be directed to:

Purchasing Department
E-mail address: purchasing@galvestontx.gov
****The Subject Line should read: RFP 16-09 Industrial Hygiene****

Restrictive or ambiguous specifications

It is the responsibility of the prospective offeror to review the entire bid packet and to notify the Purchasing

Office if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any such protest or question(s) regarding the specifications or bidding procedures must be received in the Purchasing Office not less than seventy-two hours prior to the time set for RFP opening. Vendors are to RFP as specified herein or RFP an approved equal. The mention of any brand name in the specifications is not intended to be restrictive, but is intended to describe the general features and requirements (or equivalent) that the City of Galveston is seeking.

Pricing

RFPs will be either lump sum or unit prices as shown on the RFP sheet. The net price will be that which reflects the goods be delivered to the City of Galveston, including all freight or shipping charges. The City is tax exempt and no taxes should be included in your RFP.

Pass-through cost adjustments

Except in instances of extreme extenuating circumstances, vendor prices shall remain firm throughout the contract period and any renewal period(s). Examples of extreme extenuating circumstances include such situations as a nationwide rail strike, oil shortage, oil embargo or war.

In extreme extenuating circumstances vendors may be allowed to temporarily "pass-through" additional costs that they are forced to incur through no fault of their own. A request for a pass through cost increase will not be considered unless a vendor's cost for his product exceeds 10% over the original cost of the product. Also, the increase in cost must be nationwide and consistent for a minimum period of sixty (60) days. If a vendor thinks he/she will be asking for a pass through cost adjustment during the term of his/her contract, then the original cost of his/her product to him/her must be stated in the vendor's original RFP.

Modification of RFPs

A offeror may modify a RFP by letter at any time prior to the submission deadline for receipt of RFPs. The modification letter must be received prior to the submission deadline. Alterations made before opening time must be initialed by the offeror guaranteeing authenticity. RFPs may not be amended or altered after the official opening with the single exception that any product literature and/or supporting data required by the actual specifications will be accepted at any time prior to City Council's consideration of the RFP.

Award of contract

In accordance with State law, if the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest most responsive and responsible offeror or to the offeror who provides goods or services at the best value for the municipality.

Each offeror by submitting a bid/proposal agrees that if their bid/proposal is accepted by City Council, such offeror will furnish all items and services upon which prices have been tendered and upon the terms and conditions in this bid/proposal and contract.

Contractor shall submit to the City, for approval, within ten (10) days from notice of contract award, all Certificates of Insurance evidencing the required coverage as described under the required insurance schedule of the (Invitation to Bid or Request for Proposal).

The contractor shall not commence work under these terms and conditions of the contract until all applicable Certificates of Insurance, Performance and Payment Bonds and Irrevocable Letters of Credit (if required) have been approved by the City of Galveston and he/she has received notice to proceed in writing and an executed copy of the contract from the City of Galveston.

Best and final offers

In determining and evaluating the best bid/proposal, the pricing may not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of service offered and the reputation of the service in general use will also be considered with any other relevant items. The City Council shall be sole judge in the determination of these matters.

Per Local Government Code 252.043(b):

In determining the best value for the municipality, the municipality may consider:

- (1) the purchase price;
- (2) the reputation of the bidder's goods or services;
- (3) the quality of the bidder's goods or services;
- (4) the extent to which the goods or services meet the municipality's needs;
- (5) the bidder's past relationship with the municipality;
- (6) the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses (HUB) and non-profit organizations employing persons with disabilities;
- (7) the total long-term cost to the municipality to acquire the bidder's goods or services; and
- (8) any relevant criteria specifically listed in the request for bids or proposals.

Evaluation Process

RFPs that do not conform to the instructions given or which do not address all the services as specified may be eliminated from consideration. The City of Galveston, however, reserves the right to accept such RFP if it is determined to be in the City's best interest to do so.

The City of Galveston may initiate discussions with vendors. Discussions may not be initiated by vendors. The City of Galveston expects to conduct discussions with vendor personnel authorized to contractually obligate the vendor with an offer. Vendors shall not contact any City of Galveston personnel during the RFP process without the express permission from the city's Purchasing Agent. The City of Galveston Purchasing Agent may disqualify any vendor who has made site visits, contacted City of Galveston personnel or distributed any literature without authorization from this office.

All correspondence relating to this RFP, from advertisement to award, shall be sent to the City of Galveston's Purchasing Department. All presentations and/or meetings between the City of Galveston and the vendor relating to this RFP shall be coordinated by the City of Galveston Purchasing Department.

No award can be made until the City of Galveston City Council approves such action.

Single bid/proposal response

If only one proposal or bid is received in response to the Request for Proposals/Bids, a detailed cost proposal may be requested of the single contractor. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

Non-discrimination:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

Responsibility

The City must decide whether or not the supplier has the strengths to be granted an award. Certain criteria must be met such as: financial stability, capability and capacity. History of past litigation due to lack of performance may be considered but not necessarily used as a determining factor.

The award will be made to the offeror who is determined to be the lowest offeror demonstrating the best ability to fulfill the requirements of the RFP. The prices proposed will be considered firm and cannot be altered after the submission deadline. The City of Galveston reserves the right to award this RFP on a per line item basis or in its entirety, whichever is in the best interest of the City.

Contract term

The term of the resultant contract will begin on the date of execution by City Council and will terminate on the date specified in the resultant contract unless terminated earlier as herein set forth.

Termination for default

Failure of either party in the performance of any of the provisions of this contract shall constitute a breach of contract, in which case, either party may require corrective action within ten (10) days from date of receipt of notice citing the exact nature of such breach. Failure of the party being notified to take corrective action within the prescribed ten (10) days, or failure to provide written reply of why no breach has occurred, shall constitute a Default of Contract.

In the event of Termination for Default, the City of Galveston, its agents or representatives shall not be liable for loss of any profits anticipated to be made by contractor.

No waiver by either party of any event of default under this agreement shall operate as a waiver of any subsequent default under the terms of this agreement.

The City of Galveston reserves the right to terminate this contract immediately in the event contractor:

1. Fails to meet delivery or completion schedules;
2. Fails to otherwise perform in accordance with the accepted (bid, proposal) and the contract.

Termination for convenience

The City of Galveston may terminate this contract upon at least thirty (30) days prior written notice for its convenience or for any reason deemed by the City to serve the public interest; and/or the City of Galveston may terminate this contract upon thirty (30) days prior written notice for any reason resulting from any governmental law, order, ordinance, regulations, or court order. In no event shall the City be liable for any profits anticipated to be made hereunder by the contractor should this contract be terminated early.

Re-appropriation of Budget Items

The City may reduce the funds allocated and the services required under this Agreement at its discretion. The City shall notify Contractor in writing of this reduction. Contractor shall not perform any services subtracted from this Agreement. The de-obligation of funds does not require any formal amendment of this Agreement but shall be evidenced by a revised budget approved by City Council.

Force Majeure

If by reason of Force Majeure either party shall be rendered unable, wholly or in part, to carry out its responsibilities under this contract by any occurrence by reason of Force Majeure, then the party unable to carry out its responsibility shall give the other party notice and full particulars of such Force Majeure in writing within a reasonable time after the occurrence of the event, and such notice shall suspend the party's responsibility for the continuance of the Forced Majeure claimed, but for no longer period.

Force Majeure means acts of God, floods, hurricanes, tropical storms, tornadoes, earthquakes, or other natural disasters, acts of public enemy, acts of terrorism, sovereign conduct, riots, civil commotion, strikes or lockouts, and other causes that are not occasioned by either Party's conduct which by the exercise of due diligence the party is unable to overcome and which substantially interferes with operations.

No commitment by the City of Galveston

This (Invitation to Bid or Request for Proposal) does not commit the City of Galveston to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a (bid/proposal) to this request, or to procure or contract for services or supplies.

Wage Rates

In conformance with applicable statutes, the general prevailing wage rates determined by the United States Department of Labor in accordance with the Davis-Bacon Act, in the locality in which the work is to be performed have been asserted and such rates shall be the minimum paid for labor employed on this project. If, however, Federal funds are used, specified wage decisions will be listed as part of the overall RFP document.

Change Orders, as per Texas Local Government Code section 252.048

- (a) If Changes in plans or specifications are necessary after the performance of the contract is begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment or supplies to be furnished, the governing body of the municipality may approve change orders making the changes.
- (b) The total contract price may not be increased because of the changes unless additional money for increased costs is appropriated for that purpose from available funds or is provided for by the authorization of the issuance of time warrants.

- (c) If a change order involves a decrease or an increase of \$15,000 or less, the governing body may grant general authority to an administrative official of the municipality to approve the change order.
- (d) The original contract price may not be increased under this section by more than 25 percent. The original contract price may not be decreased under this section by more than 25 percent without the consent of the contractor.

Appropriation of Funds

The City of Galveston has established an appropriation (allocation) of funds for this project, if in the event that appropriated (allocated) funds are exhausted, the contractor's only remedy shall be suspension or termination of its performance under this contract and shall have no other remedy in law or in equity against the City and no right to damages of any kind.

Confidentiality of information in bids and proposals

Pursuant to State law, bids/proposals shall be opened in a manner that avoids disclosure of the contents to competing offerors and keeps the bids/proposals secret during negotiations. All bids/proposals are open for public inspection after the contract is awarded, but trade secrets and confidential information in the bids/proposals are not open for public inspection.

Exception to RFP

The offeror will list on a separate sheet of paper any exceptions to the conditions of the RFP. This sheet will be labeled, "Exceptions to RFP conditions", and will be attached to the RFP proposal. If no exceptions are stated, it will be understood that all general and specific conditions will be complied with, without exception.

Changes in specifications

If it becomes necessary to revise any part of this bid, a written notice of such revision will be provided to all offerors. The City is not bound by any oral representation(s), clarification(s), or changes made in the written specifications by the City's employees, unless such clarification or change is provided to offerors in a written addendum from the Purchasing Supervisor.

Liquidated damages

The parties agree that, if the Project is not completed within the time specified plus any extensions of time allowed pursuant thereto, the actual damages sustained by the Owner because of any such delay will be uncertain and difficult of ascertainment, and that the reasonable foreseeable value of the use of said project by the Owner would be the sum of \$250.00 per calendar day. The Contractor therefore agrees to pay, and the Owner agrees to accept, as liquidated damages and not as a penalty, the sum of \$250.00 per calendar pay for each day's delay in fully completing said project beyond the time specified in the Contract and any extensions of such time allowed there under.

Protest

Any actual or prospective offeror who is allegedly involved with the solicitation or award of bid/proposal may protest. The protest must be submitted in writing to the City of Galveston's Purchasing Supervisor within three working days after such aggrieved person knows of, or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Purchasing Supervisor will promptly issue a decision in writing to the protesting party.

All protest lodged by potential or actual offerors, contractors or proposers must be made in writing and contain the following information.

1. Name, address and telephone number of the protestor.

2. Identification of the solicitation or contract number and time.
3. A detailed statement of the protest's legal and factual grounds, including copies of relevant documents.
4. Identification of the issue (s) to be resolved and statement of what relief is requested.
5. Arguments and authorities in support of the protest.
6. A statement that copies of the protest have been mailed or delivered to all interested parties in the invitation to bid or request for proposals process. In the case of request for proposals, the City of Galveston Purchasing Supervisor shall ask the protester to mail or deliver the protest to relevant parties.

The City of Galveston's City Manager has the authority to render the final determination regarding the protest. Any determination rendered by the City of Galveston will be final.

Proof of insurance

The successful offeror agrees to maintain certain types of insurance and bond protection throughout the duration of the project. All insurance policies and bonds are to be issued by an insurance company authorized to do business in the State of Texas, using an insurance company with an A.M. Best rating of a B+ or better. All subcontractors utilized must also comply with these specifications as if they were the winning offeror. Specific details of coverage limits and conditions are to be followed as listed below. Any variance from these requirements must be denoted in writing and included as exceptions to the bid specifications.

Required insurance

Commercial general liability insurance, naming the City of Galveston as an additional insured and as certificate holder, and waiving subrogation per the contractual requirements of this project. Limits are to be equal to or greater than:

\$2,000,000 general liability (includes products and personal, etc.)
\$1,000,000 automobile damage
\$500,000 workers compensation employers' liability
Statutory limits for workers compensation

Insurance coverage shall be on an "occurrence basis"

Workers Compensation

The successful offeror (as required by State of Texas Workers Compensations law) shall carry in full force workers compensation policy (ies) for all employees, including but not limited to full-time, part-time, and emergency employees employed by the successful offeror. Current insurance certificates, certifying that such policies as specified above are in full force, shall be presented to the City of Galveston by the successful offeror.

Definitions: workers compensation insurance coverage

1. Certificate of coverage - a copy of a certificate of insurance, a certificate of authority to self-insure issued by the State, or a coverage agreement showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

2. Duration of the project - includes the time from the beginning of the work on the project until the contractor's / person's work on the project has been completed and accepted by the governmental entity.

3. Persons providing services on the project.

Includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted

directly with the contractor and regardless of whether that person has employees. This includes, with limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any such entity, which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

The contractor shall provide coverage, based on proper reporting of classification code and payroll amounts and filling of any coverage agreements, which meets the statutory requirements of Texas, for all employees of the contractor providing services on the project, for the duration of the project. The contractor must provide a certificate of coverage to the governmental entity prior to being award the contract.

If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

The contractor shall obtain from each person providing services on a project, and provide to the City:

1. A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and
2. No later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.

The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten days after the contractor knew or should have known of any change that materially affects the provision of coverage of any person providing services on the project.

The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Department of Insurance, Commissioner of the Division of Workers' Compensation informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

1. Provide coverage, based on proper reporting of classification codes and payroll amounts and filling of any coverage agreements, which meets the statutory requirements of Texas, for all of its employees providing services on the project, for the duration of the project:
2. Provide to the contractor, prior to that person beginning work on the project a certificate showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project:
3. Provide to the contractor, prior to the end of the coverage, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current

certificate ends during the duration of the project:

4. Obtain from each other person with whom it contracts, and to provide to the contractor;

A. A certificate of coverage, prior to the other person beginning work on the project; and

B. The coverage period, if the coverage period shown on the current certificate of a new certificate of coverage showing extension of coverage, prior to the end of coverage ends during the duration of the project;

5. Retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

6. Notify the governmental entity in writing by certified mail or personal delivery, within days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

7. Require each person / firm with whom it contracts to perform as required by this Request for Proposal, conform to project specifications, and abide by any/all requirements placed on the contractor, and to provide any certificates of coverage to the person/firm for whom they are providing services.

By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self - insured, with the commission's division of self-insurance regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, or other civil actions.

The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach with ten days after receipt of notice of breach from the governmental entity.

Pursuant to Sec. 2-341 of the City Code, the City has made the following Declaration of policy

It is the policy of the City of Galveston to stimulate growth of local minority and women-owned business enterprise (M/WBE) by encouraging their participation in all phases of its contract and procurement activity and by affording them the opportunity to compete for all City of Galveston contracts. The purpose and objectives of this article are to:

1. Increase the capacity of local M/WBE's to provide products and services.
2. Increase the opportunities for local M/WBE's to expand their business with the city and other public and private sector business entities.

Provided, however, nothing herein shall require the city to award contracts for services or procurements to a M/WBE which is not also the lowest responsive and responsible offeror and otherwise qualified unless the city may otherwise lawfully award the contract to someone other than the lowest responsive, responsible offeror.

Additionally The City of Galveston has a Disadvantaged Business Enterprise, (DBE) program mandated by the US Department of Transportation, which is part of its M/WBE program.

Laws

Contractors must comply with all Federal, State, and local laws and regulations.

Withdrawal of RFP

Offerors may request withdrawal of a sealed RFP prior to the scheduled RFP opening time provided the request for withdrawal is submitted to the Purchasing Supervisor in writing. No RFPs may be withdrawn for a period of sixty calendar days after the opening of RFPs.

The City of Galveston reserves the right to reject any and all RFPs, in whole or in part; to waive any informality in any RFP, and to accept the RFP, which, in its discretion, is in the best interest of the City of Galveston. In case of ambiguity or lack of completeness in stating the prices in any RFP, the City reserves the right to consider the most advantageous RFP thereof.

The City Manager is the only person authorized to execute contracts on behalf of the City. All signature pages must include "approved as to form" and be signed by the City Attorney before the City Manager will execute the contract.

Neither department heads nor elected officials are authorized to sign any binding contracts or agreements prior to being properly placed on the City Councils agenda and approved in an open meeting. Department heads and other elected officials are not authorized to enter into any type of agreement or contract on behalf of the City of Galveston. Only the City Manager may enter into a contract on behalf of the City of Galveston as authorized by City Council and the City Charter. Additionally, department heads and other elected officials are not authorized to agree to any type of supplemental agreements or contracts for goods or services. Supplemental agreements are subject to review by the City's Legal Department prior to being signed by the City Manager, (City's authorized representative).

Local Bidder Options

Texas Local Govt. Code 271.905 states that municipalities with a population under 200,000 may utilize a local bidder preference when a bidder whose principal place of business is in the municipality. The local bidder preference is a 3% allowance against a non-resident bidder. This is able to be used for bids dealing with the purchase of goods only. There is not a limited dollar amount for the purchase.

Texas Local Govt. Code 271.9051 states that municipalities with a population under 250,000 may utilize a local bidder preference when a bidder whose principal place of business is in the municipality. The local bidder preference is a 5% allowance against a non-resident bidder. This is able to be used for bids dealing with the purchase of goods and services for an amount less than \$100,000.

Indemnity clause

IN ACCORDANCE WITH STATE LAW, THE CONTRACTOR AGREES TO INDEMNIFY, SAVE, AND HOLD HARMLESS THE CITY OF GALVESTON, TEXAS, ITS EMPLOYEES, OFFICIALS, AND AGENTS FROM ANY AND ALL CLAIMS, ACTIONS, DAMAGES, LAWSUITS, PROCEEDINGS, JUDGMENTS, OR LIABILITIES, FOR PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE RESULTING FROM THE ACTS OR OMISSIONS OF ANYONE UNDER THE CONTRACTOR'S SUPERVISION OR CONTROL.

IN THE EVENT OF ANY CAUSE OF ACTION OR CLAIM ASSERTED BY A PARTY TO THIS AGREEMENT OR ANY THIRD PARTY, THE CITY WILL PROVIDE THE CONTRACTOR WITH TIMELY NOTICE OF SUCH CLAIM, DISPUTE OR NOTICE. THEREAFTER, THE CONTRACTOR SHALL AT ITS OWN EXPENSE, FAITHFULLY AND COMPLETELY DEFEND AND PROTECT THE CITY AGAINST ANY AND ALL LIABILITIES ARISING FROM THIS CLAIM, CAUSE OF ACTION, OR NOTICE.

IF THE CONTRACTOR SHOULD FAIL TO SO SUCCESSFULLY DEFEND, THE CITY MAY DEFEND, PAY OR SETTLE THE CLAIM OR OTHER CAUSE OF ACTION WITH FULL RIGHTS OF RECOURSE AGAINST THE CONTRACTOR FOR ANY AND ALL FEES, COSTS, EXPENSES, AND PAYMENTS, INCLUDING BUT NOT LIMITED TO ATTORNEY FEES AND SETTLEMENT PAYMENTS, MADE OR AGREED TO BE PAID IN ORDER TO DISCHARGE THE CLAIM, CAUSE OF ACTION, DISPUTE OR LITIGATION.

IT IS THE EXPRESS INTENTION OF THE PARTIES HERETO, BOTH CONTRACTOR AND CITY OF GALVESTON, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS AN AGREEMENT BY CONTRACTOR TO INDEMNIFY AND PROTECT CITY OF GALVESTON FROM CONSEQUENCES OF CITY OF GALVESTON'S OWN NEGLIGENCE, WHEN THAT NEGLIGENCE IS A CONCURRING CAUSE OF THE INJURY, DEATH, OR DAMAGE. FURTHERMORE, THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL HAVE NO APPLICATION TO ANY CLAIM, LOSS, DAMAGE, CAUSE OF ACTION, SUIT, OR LIABILITY WHERE THE INJURY, DEATH, OR DAMAGE RESULTS FROM THE SOLE NEGLIGENCE OF THE CITY OF GALVESTON UNMIXED WITH THE FAULT OF ANY OTHER PERSON OR ENTITY. CONTRACTOR ASSUMES NO LIABILITY FOR THE SOLE NEGLIGENCE OF CITY OF GALVESTON, ITS OFFICERS, AGENTS, OR EMPLOYEES.

Provision to be applied if Indemnity is Void

If the foregoing indemnity provision is found void for any reason, and only in that case, then the parties agree that if any claim or suit for damages of any nature arising out of or occasioned by Contractor's breach of any of the terms or provisions of this Contract or by any negligent act or omission of Contractor, its officers, agents, associates, employees or subcontractors, then Contractor will be obligated to pay for the legal defense of the City, its officers, agents and employees against such claim or suit (including the costs and expenses associated with that defense). It is additionally expressly agreed that any payment due as a result of any successful claim or lawsuit shall be paid by the party or parties found liable in the proportion of liability found against that party after the matter has been finally litigated or, alternatively, in the proportion agreed upon by the parties if the matter is settled. This provision does not waive any immunity or defense available to either party under Texas law. The provisions of this Paragraph are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

This agreement is binding upon and is to inure to the benefit of the parties, their successors, assigns, and personal representatives.

City of Galveston
Department of Finance
Purchasing Division

REQUEST FOR PROPOSAL SHEET
RFP #16-09
CITY OF GALVESTON, TEXAS

Having read and understood the instructions, terms, conditions and specifications, we submit the following:

Total: \$ _____

Witness

Company Name

Date

Authorized Representative Signature

Printed Name

Title

Correspondence Address

Remit Address

City, State, Zip Code

City, State, Zip Code

Tax Identification Number (Tin/Fien/Ssn)

Telephone Number

Fax Number

Email address

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED

ATTACHMENT A – “PROPERTY TAXES STATEMENT”

**FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE
PURCHASING SUPERVISOR DEEMING YOUR BID OR PROPOSAL
“NON-RESPONSIVE.”**

The City of Galveston, Texas has adopted the following policy:

The City of Galveston will not do business with any person or business that owes
delinquent property taxes to the City.

Please indicate whether you or your company, owe delinquent property taxes to the
City whether an assumed name, partnership, corporation, or any other legal form.

_____ I do not owe the City property taxes that are delinquent.

_____ I owe City property taxes that are delinquent on property located at

Offeror's Printed or Typed Name

Offeror's Signature

Date

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED

ATTACHMENT B – “NEPOTISM STATEMENT”

FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING SUPERVISOR DEEMING YOUR BID OR PROPOSAL “NON-RESPONSIVE.”

The Bidder or Proposer or any officer, if the Bidder or Proposer is other than an individual, shall state whether Bidder or Proposer has a relationship, either by blood or marriage, with any official or employee of the City of Galveston by completing the following:

If the Bidder or Proposer is an individual:

_____ I am not related by blood or marriage to any official or employee of the
City of Galveston

_____ I am related by blood or marriage to the following official(s) or employee(s)
of the City of Galveston

Name and title of City Official

Or employee: _____

Relationship: _____

If the Bidder or Proposer is **NOT** an individual:

_____ The officers of the company submitting this bid or proposal are not related
by blood or marriage to any official or employee of the City of
Galveston.

_____ The officers of the company submitting this bid are related by blood or
marriage to the following official(s) or employee(s) of the City of Galveston.

Name and title of officer:

Employee and title of City Official or Employee:

Relationship: _____

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED

ATTACHMENT C –“NON-COLLUSION STATEMENT”

THE UNDERSIGNED AFFIRM THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT, THAT THIS COMPANY, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS RFP IN COLLUSION WITH ANY OTHER OFFEROR, AND THAT THE CONTENTS OF THIS RFP AS TO PRICES, TERMS OR CONDITIONS OF SAID RFP HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS RFP.

VENDOR

ADDRESS

PHONE _____

FAX _____

OFFEROR (SIGNATURE)

OFFEROR (PRINTED NAME)

POSITION WITH COMPANY

**SIGNATURE OF COMPANY OFFICIAL
AUTHORIZING THIS BID**

**COMPANY OFFICIAL
(PRINTED NAME)**

OFFICIAL POSITION

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED

THE CITY OF GALVESTON, TEXAS

***DOCUMENT 00435, REQUIRED BY ALL OFFERORS WHO WILL
RECEIVE FEDERAL FUNDS IN PAYMENT OF PROCUREMENT.***

**OFFEROR'S CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION (49 CFR
PART 29)**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Offeror agrees that by submitting this proposal that Offeror will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Offeror or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification-the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in
18 U.S.C. 1001

END OF DOCUMENT 00435-FAA

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED

City of Galveston
Requested Scope of Services
Industrial Hygiene & Environmental
Services

The contract term for the Request for Proposal is three (3) years with two (2) optional one (1) year extensions. Each vendor responding to the RFP must respond in the order of the sections of the Scope of Work set below. The first section should be a copy of the RFP in its entirety with all of the required forms, signed, and all other documents signed, not limited to, but including any addenda. The following are examples of the type of assistance the City of Galveston will need for remediation.

Industrial Hygiene

Provides a variety of industrial hygiene (IH) and occupational health program design monitoring services. All services are under the oversight of Certified Industrial Hygienists (CIH). These services include:

- Monitoring Program Design and Consulting of new programs
- Program Implementation and Management of existing programs
- Personnel and Area monitoring for Chemical Hazards (Benzene, Formaldehyde, or other task specific hazards)
- Sample Analysis
- Personnel and Area monitoring for Physical Hazards (Noise, Temperature, Light or other task specific hazards)
- Passive or active personnel and area monitors (i.e.: clip on badges, high flow or low flow pumps, etc.)
- Inspections and Surveys
- Compliance Sampling and Monitoring
- Data Management

Indoor Air quality / mold

IAQ /Mold services are performed by personnel licensed and trained by a variety of professional organizations and under the oversight of Certified Indoor Environmentalist (CIE) and Department of State Health Services (DSHS) Texas Licensed Mold Assessment Consultants. These services include:

- IAQ and/ or Mold Investigations, Surveys, and Clearances
- Causations Determination
- VOC Monitoring
- Development of Remediation Specifications/ Protocols
- Project Management of Remediation and Build back
- "Sick Building Syndrome" Investigations
- Air Flow and Ventilation Measurement
- Management of Media and Building Occupants

Laboratory and Analytical services

Laboratory is licensed by the Texas Department of Health and accredited by the AIHA and NVLAP for the analysis of lead. Analytical capabilities include:

- Analysis of Microbial Bulk and Air samples Identification and Count
- Atomic Absorption Spectrometry (AAS) Analysis of Lead Bulk and Air Sample

Environmental Services

Environmental field services in support of regulatory permitting and compliance programs including:

- Permitting / Compliance
- Pollution Prevention Plans
- Remediation Support
- Storm water Plans (TPDES)
- Wastewater Sampling, Characterization Classification, Disposal
- Fugitive Emission Monitoring
- Solid Waste Characterization, Classification, Disposal
- PCB Sampling
- TOSCA and FIFRA Sampling
- Soil Sampling / Monitoring
- Groundwater and Surface Water Sampling/Monitoring
- Drinking Water Sampling
- Groundwater Well Evacuation
- Immiscible Layer Measurement
- Product Recovery Measurement
- Piezometric Surveys
- Radon/NORM Monitoring
- Data Management

Environmental Site Assessments

Capabilities to provide the following types of Environmental Site Assessments:

- Limited Environmental Site Assessment
- ASTM E1527-00 Phase I Environmental Site Assessment
- ASTM E1903-97 Phase II Environmental Site Assessments
- ASTM E1528-00 Transaction Screen Process
- ASTM E2018-01 Baseline Property Condition Assessment
- ASTM E2107-00 Compliance Audits

Program Safety Services

- ***Safety Program Design, Implementation, and Management***
- Project Safety Supervision (short and long term)
- Hazard Assessment
- Contract Safety Supervision
- Site and Personnel Audits and Inspections
- Safety Manual/ Practices Reviews
- PPE Consulting
- Data Management

Training

Certified Training Provider licensed with the Department of Health

- Lead Awareness
- Lead Worker – 16 hr and Worker Refresher – 8 hr
- Lead Supervisor / Contractor – 40 hr and Supervisor / Contractor Refresher – 8 hr
- Lead Inspector – 24 hr and Inspector Refresher – 8 hr
- Lead Risk Assessor – 16 hr
- Hazard Communication
- Hazard Blood borne Pathogen
- Lock Out / Tag Out
- Respiratory Protection
- Hearing Conservation
- Confined Space
- Fire Extinguisher Training
- Forklift Safety
- Fall Protection Training
- Trenching and Excavations Training
- Industrial Spill Prevention and Control
- Mold Initial – 40 hr
- Mold Awareness – 8 hr

Cost of Services

- Please provide a cost of services listed

Anticipated Contract

- Please provide a sample contract

Evaluation Criteria

Proposals received will be evaluated using the following evaluation criteria and weighted value of each:

1. Comparison of cost per unit of a particular work item - 25 points.
2. Technical expertise of the company by way of RFP response documentation - 25 points.
3. List of similar project services completed in the Houston - Galveston area – 15 points
4. List of company's professional staffing available to provide services to City of Galveston - 20 points.
5. References of governmental agencies that have directly utilized the company's expertise – 15 points.